HELP file for Event Registration System Web site.

On-line registration open October 1, 2007.
- Please read all the below information before continuing for the first time.

Important note to site users:
- The Event Registration System is using a new interface this year. Passwords are no longer required unless you are a site administrator.

- **Account setup is required for all users.** Enter your e-mail address and select login. As a first time user you will be automatically taken to the Profile screen no matter which button you checked. Future logins will only take you to the Profile screen if that option is selected or it has been 120 days since your last login.

- **All UDOT and State of Utah employees** if you have an @utah.gov e-mail address please use it and not a personal e-mail address. Some screens including the Profile screen are interactive based on e-mail address.
  - **For State employees and not a UDOT employee**, on the Profile screen select "No" for "Are you a UDOT employee?" This will take you to the correct Profile screen.
  - **For UDOT employees**, when entering your org number please verify that it is correct and if needed update it as required during the conference so that payment can be processed correctly.

Registration and Payment:
- After logging into the Event Registration System and creating/updating your profile read additional information on the Registration Screen.
- Following the instructions and links review the "User Registration" section.
- Select the "Register" text link on the right side of the screen to begin the registration process.
- Once "Register" is selected your screen will refresh and display all breakout sessions and meals that you must review and select as desired. Select the "Register" text link for the desired breakout sessions and meals. Most items are grouped into mutually exclusive groups so that you can only register (select) one item for that time frame. Your screen will refresh after each selection and take you to the top of the page. You will have to scroll back down to the registration area to make each selection.
  - If after registering you decide to change a breakout session or meal selection login again if needed and from the bottom portion of the Registration screen select the "Cancel" text link on the right side of the screen for the desired item you wish to remove.
- **In addition to these items one new tabs will appear at the top of the screen.**
  - The Exhibitors tab lists all companies that have paid for their booth.

- The Payment tab allows all attendees to pay required fees by credit card on-line. **This is new this year.**
  - Your payment options are dependent on your e-mail address. State employees have the option to only pay for banquet guests. All other attendees have a full payment option to pay for booths, attendees, and banquet guests as needed to include late fees when applicable.
  - **Payment is required by all non-UDOT/State attendees prior to conference admittance.** Please make your payment or arrange for an office manager to log into your account and make your payment. A laptop will be available at the Conference Center, connected to the Internet, for credit card payments. Payment can also be made by check or cash at the event or anytime prior to the event by check.
  - If you are just checking fees or plan on making a payment by check or FAX please do not use the Payment tab to enter information or check fees. Fee information can be found from the link area on the main Engineering Conference Web site or from the link on the registration page (also can be found below).
  - If paying on-line, you may get a Security Warning that the certificate does not match. This is an expected indication with our system. There is no problem if accepted and you continue the process.

Breakout Sessions:
- Detailed information in PDF format for all breakout sessions and a breakout session matrix is available from the Engineering Conference main Web page
  - The following link will open in a new window so that users can access detailed information on breakout sessions while completing the registration process.
    - **Breakout Sessions** subtopic

Banquet Information:
- Three choices are available.
  - Banquet, no guest, Attendee only with no guests (No additional charge if registered for the Conference.)
  - Banquet, one guest, Attendee and One Guest ($10/guest for UDOT attendee or $20/guest for all others.)
  - Banquet, two guests, Attendee with Two Guests ($10/guest for UDOT attendee or $20/guest for all others.)
- Select the desired option for attendance with up to two guests.

Fees:
- Price List/Registration Fees

Other Registration Process Information:
- Those needing to complete the on-line registration process
  - All attendees wanting full access to include meals and the exhibit area.
  - All vendors regardless of status and attendance at meals. (name tags needed to enter exhibit hall)
    - This applies even if you have completed booth registration. Booth registration is a separate process.
- Attendees where On-line registration is not required or not available.
  - On-line registration not required for Presenters only attending the breakout session they are presenting.
    - Walk-in registration not applicable.
    - If participating in any meals or visiting the vendor area regular registration procedures apply to include late fees.
- On-line registration requirements
  - Complete as specified above.
  - After logging in complete the registration process.
    - Register for all desired breakout sessions and meals. This is needed so presenters know how many handouts to make and for the Committee to determine meal counts. If you do not want to attend a session during a specific breakout period or not attend a meal no action is required for the time block or item.
- Schedule
  - The Schedule tab show all items you selected as well as general items during the conference.

End of Instructions